CHANGING RIBBON

Remove top cover by grasping the two domed parts of the cover (1) between the fingers and thumb of both hands and lift upwards clear of the machine. Before changing the ribbon, it should be fully wound on one spool. It should be carefully noted how the ribbon is threaded through the ribbon carrier (17). The ribbon should then be disengaged from the ribbon carrier. The spools should next be lifted off their posts, but before lifting either spool, the steady arm which bears directly on to the ribbon each side, must be disengaged clear of the spool to enable it to be lifted off. This is done by moving the small outer end of each arm towards the spool. This will cause the long inner end of the arms to swing out and clear of the spool. Now attach the end of the new ribbon on to the empty spool, replace the spools on their respective posts, and insert the ribbon in the ribbon carrier. Finally replace top cover on locating studs and press gently down.

CARBON COPIES

The machine is adjusted to take a reasonable number of carbon copies.

MARGIN

The Margin Stop are situated on a bar at the back of the carriage. To set the stops for any particular margin, press down the knurled outer end of either stop and move along until it reaches the point at which the carriage has been set on the front scale. The front scale corresponds with the scale on the margin bar. Example: To provide a left-hand margin of say 10 spaces set the pointer of the left stop at 10. This figure corresponds to the 10 on the scale of the Ball Rod (2).

BELL AND MARGIN RELEASE

The bell, indicating approach of the end of the line, will ring seven spaces before the number at which the right margin is set. In order to write beyond the line ending, determined by the right margin stop, press the Margin Stop Release Key (12) at the extreme left-hand side of the keyboard, when it will be found that the line can be carried on to the end of the platen. In order to write beyond the left margin, the same key must be depressed after the carriage has been drawn back to the left-hand margin stop.

PARAGRAPH MARGIN

Connected with the left-hand margin stop is a device to ensure the same starting point for each new paragraph. On completion of the last line of one paragraph, the device is operated by depressing the margin release button with the right hand while returning the carriage to the right with the left hand. The carriage will now stop eight spaces in from the original starting point of each line and providing the first paragraph was commenced eight spaces in, each other paragraph can be assured of starting at the same point by just operating the device.
TO OPEN THE CASE

(Wooden Case). Raise the metal portion and put the key into the lock. Then turn it left and press the button according to the arrow direction. The case will then be opened. (Plastic case). Just release the catch.

TO CLOSE THE CASE — Reverse this procedure

Before attempting to use the machine the line space lever (9) must be lifted up into the operating position. Release the carriage, the small knurled knob (111), situated immediately below the line space lever (9), should be pulled outwards and lifted towards the front of the machine. After using the machine, the carriage should be relocked. This is done by pulling the knob (111) outwards, then lift it gently towards the carriage and allow the tongue of the lock to locate itself in the square aperture provided to receive it in the carriage frame. Release the knob and the carriage is locked. Now push down the line space lever (9).

CARRIAGE RELEASE

The carriage has free movement to the right. The movement to the left is effected either by striking the keys or space bar (26), but should the operator require to move the carriage rapidly from right to left, this can be done by depressing release lever (21) on the right-hand side of the carriage, at the same time holding the right-hand platen knob with the thumb. The carriage will then be found free to move either way.

INSERTING PAPER

With the left-hand take the paper and place it between the paper-guide plate and the platen, then turn it into place by means of the platen knob at the end of the carriage, at the same time lifting the ball to allow paper to travel between the ball rollers and the platen. To insert a number of sheets for mailing and for thick envelopes or covers, pull towards you the paper release lever (20), found at the right-hand end of carriage. This throws the feed rollers away from the platen. After the paper has passed between the platen and feed rollers, push the lever (20) back to its normal position and turn the right-hand platen knob.

STRAIGHTENING PAPER

Should the paper not be inserted straight, draw forward the lever (20), straighten the paper and return the lever to the normal position.

LINE SPACING

The platen is turned automatically from line to line by the movement of the line space lever (9) when returning the carriage to the right. Single, one and one-half, or double spacing can be obtained by setting the line space adjusting lever (10) right up for one space, midway for one and a half spaces, and right down for two spaces.

FREE PLATEN

The platen can be freed from the line space mechanism by pulling forward the line space release lever (26).

CAPITAL AND SMALL LETTERS

For changing from small to capital letters, or to the upper sings on the respective keys, use either of the shift keys (14) or (25) fitted on both sides of the keyboard. One of these must be pressed down and held until all capitals or sings required have been struck.

SHIFT LOCK

The machine is provided with a shift lock. This will be found most useful when continuous writing of capitals is to be done. By pressing down the key lock (13), the shift will be automatically locked into position for writing capital letters. To release the lock, depress the shift key.

BACK SPACING

The key (back spaces (24) on the right-hand side of the keyboard is operated by pressing downwards. The carriage will move one space to the right every time this key is pressed down. This is designed to bring the carriage back to the position where a letter has been omitted, or to where a correction is to be made.

RIBBON MOVEMENT

The ribbon travels from right to left and vice versa and winds only when a key is struck. The reversing of the movement is automatic when the ribbon is fully wound up on one of the spools. Its movement is also automatically reversed and it then winds on to the empty spool.

RIBBON

The ribbon used on the PATRIA Portable is of the standard type, width half-inch. No machine can be expected to give its best unless it is fitted with a first-class ribbon.

TWO-COLOUR RIBBON

The machine is fitted with a two-track ribbon movement for writing black and red. If a two-colour is in use it should be placed in the ribbon carrier (17) with the red on the lower side. Should the operator wish to use the black portion of the ribbon, the colour-setting and stencil switch (18) should be pressed over to the right on "black spot"; when the red is required, push the lever over to the left on "red spot". This lever is situated on the right-hand side just above the type bar segment.

STENCILS

The typewriter can also be set for stencil cutting by placing the switch (18) in the central position, marked with a white spot, thus neutralizing the ribbon.
AMAYA
Patria
Meteor

Portable typewriter has been designed so that it will serve you well for many years.

Care for your machine by dusting it each morning and seeing it is properly covered each night.

Clean the surface of the platen with a small amount of platen cleaning fluid on a soft cloth. Rotate the platen as you clean it. Occasionally, remove the platen and clean underneath it.

While erasing, it is always a good idea to move the carriage to the extreme right or left. The erasings will not fall into the heart of the typewriter.

Remember to keep type faces clean at all times. Use a stiff bristle brush. Stroke toward you, lightly, easily, away from the type "basket". You may use a small amount of cleaning fluid but, generally, a dry cloth and the brush are just as effective.

Your PATRIA deserves to be serviced and maintained by skilled technicians. Satisfactory service is ensured at all times by a staff of expert mechanics at:

IMPERIAL ESPAÑOLA, S. A.
EL BAR (Spain)
OR AT YOUR LOCAL AGENT.